

IC 25-23.7-3

Chapter 3. Manufactured Home Installer Licensing Board

IC 25-23.7-3-1

Establishment of board

Sec. 1. The manufactured home installer licensing board is established.

As added by P.L.162-2002, SEC.7.

IC 25-23.7-3-2

Members

Sec. 2. (a) The board consists of nine (9) members appointed by the governor as follows:

- (1) Four (4) members who are installers, each of whom:
 - (A) is licensed in Indiana as an installer; and
 - (B) has been actively engaged in the installation of manufactured homes for at least five (5) years immediately before the member's appointment to the board.
- (2) One (1) member who represents manufactured home manufacturers with production facilities in Indiana.
- (3) One (1) member who represents manufactured home dealers.
- (4) One (1) member who is an operator or who is employed by an operator of a mobile home community licensed under IC 16-41-27.
- (5) One (1) member who is an owner of or who is employed by a primary inspection agency, a designation issued under 24 CFR 3282 by the United States Department of Housing and Urban Development.
- (6) One (1) member who represents the general public and who is not associated with the manufactured home industry other than as a consumer.

(b) The members of the board must be residents of Indiana.

As added by P.L.162-2002, SEC.7. Amended by P.L.87-2005, SEC.36.

IC 25-23.7-3-3

Terms of members

Sec. 3. (a) Each member of the board shall serve a term of four (4) years and until the member's successor is appointed and qualified.

(b) A board member may not serve more than two (2) consecutive terms.

As added by P.L.162-2002, SEC.7.

IC 25-23.7-3-4

Removal of member; vacancies

Sec. 4. (a) The governor may remove a board member at any time for incompetency, neglect of duty, or unprofessional conduct.

(b) A vacancy in the membership of the board shall be filled by appointment by the governor for the unexpired term.

As added by P.L.162-2002, SEC.7.

IC 25-23.7-3-5

Board meetings; quorum; majority vote required

Sec. 5. (a) The board shall meet at least two (2) times each calendar year upon the call of the chairperson or the written request of a majority of the members of the board.

(b) The chairperson shall establish the time and place for each meeting.

(c) Five (5) members of the board constitute a quorum.

(d) Except as otherwise provided in this article, at least five (5) votes are necessary for the board to take official action.

As added by P.L.162-2002, SEC.7.

IC 25-23.7-3-6

Salary per diem; travel expenses

Sec. 6. Each member of the board is entitled to the minimum salary per diem provided by IC 4-10-11-2.1(b). Each member of the board is entitled to reimbursement for travel expenses and other expenses actually incurred in connection with the member's duties, as provided in the state travel policies and procedures established by the Indiana department of administration and approved by the budget agency.

As added by P.L.162-2002, SEC.7.

IC 25-23.7-3-7

Chairperson; vice chairperson; presiding officer

Sec. 7. (a) Each year the board shall elect a member as chairperson and a member as vice chairperson.

(b) The chairperson and vice chairperson shall serve until their successor is elected.

(c) The chairperson shall preside at all meetings at which the chairperson is present. The vice chairperson shall preside at meetings in the absence of the chairperson and shall perform other duties as the chairperson directs.

(d) If the chairperson and vice chairperson are absent from a meeting of the board when a quorum exists, the members who are present may elect a presiding officer who shall serve as acting chairperson until the conclusion of the meeting or until the arrival of the chairperson or vice chairperson.

As added by P.L.162-2002, SEC.7.

IC 25-23.7-3-8

Board duties and powers

Sec. 8. The board shall:

- (1) enforce and administer this article;
- (2) adopt rules under IC 4-22-2 for the administration and enforcement of this article, including competency standards and a code of ethics for licensed installers;
- (3) prescribe the requirements for and the form of licenses

issued or renewed under this article;

(4) issue, deny, suspend, and revoke licenses in accordance with this article;

(5) in accordance with IC 25-1-7, investigate and prosecute complaints involving licensees or individuals the board has reason to believe should be licensees, including complaints concerning the failure to comply with this article or rules adopted under this article;

(6) bring actions in the name of the state of Indiana in an appropriate circuit court to enforce compliance with this article or rules adopted under this article;

(7) establish fees in accordance with IC 25-1-8;

(8) inspect the records of a licensee in accordance with rules adopted by the board;

(9) conduct or designate a board member or other representative to conduct public hearings on any matter for which a hearing is required under this article and to exercise all powers granted under IC 4-21.5; and

(10) maintain the board's office, files, records, and property in the city of Indianapolis.

As added by P.L.162-2002, SEC.7.